



Classification Description

Job Title: Program Coordinator, RIST Institute for Cybersecurity **Pay Grade:** 111

Job Code: 4762

FLSA Status: Exempt

Job Purpose

The RIST Institute for Cybersecurity is a vital hub dedicated to fostering student learning and achieving academic success. Its primary objective is to elevate the skillset of students entering the rapidly evolving cybersecurity workforce in Southwest Florida. The RIST Institute is dedicated to advancing the Cybersecurity program by providing students with immersive, hands-on experiences in cybersecurity and emerging technologies. Its mission is to equip learners with the practical skills and knowledge needed to excel in the field, while fostering a workforce that supports local industry growth and strengthens the regional economy. Key responsibilities include supporting daily operations, managing resources, and providing program support under the guidance of the Program Director. This position plays a crucial role in developing strategies to attract and retain a diverse student population, ensuring the Institute remains inclusive and supportive of all students. This is a limited term, grant-funded position renewable annually (July 1), contingent upon continuation of the grant.

General Responsibilities

Essential Functions

Provides both administrative and technical support for the Cybersecurity and Computer Science programs within the School of Business and Technology (SoBT), assisting with program operations, resource management, and the implementation of technology solutions to enhance program effectiveness.

Oversees and supports the Institute's lab environments located on the Lee Campus (Cyber Lab, Makerspace Lab). Supports lab operations at other FSW campuses, as needed.

Maintains facilities and equipment to ensure they are fully functional, safe, and secure, creating an environment that supports and enhances student learning.

Oversees and manages software licenses and subscriptions, including coordinating user access for faculty and students.

Collaborates with faculty and staff to assess program needs and implement updates that support student learning and program excellence.

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Oversees the SimSpace Cyber Range and provides faculty and student support, including managing system access, maintaining the environment, troubleshooting technical issues, and assisting with training and instructional activities, as needed.

Contributes to the ongoing development and improvement of the Cybersecurity program by identifying opportunities for enhancements, such as recommending new equipment, technologies, and instructional resources.

Provides support in developing, planning and executing student engagement and professional development programs, including extracurricular activities and events (i.e. student clubs).

Serves as the FSW Cyber Team Coach, supporting all aspects of cyber competition preparation, including organizing team practices, managing competition logistics and travel arrangements, and securing required resources and registrations.

Flexibility to travel with the team for events and competitions, including some weekends, as needed.

Serves as a designated driver to operate College vehicles (i.e. 15-passenger van) and personal vehicle to conduct official College business.

Serves as the Chapter Coordinator for the Order of the Sword & Shield (Omicron Sigma Sigma) National Honor Society, exclusively for homeland security disciplines.

Serves as a department purchase-card holder to facilitate purchases and support College extracurricular activities and events, ensuring timely procurement of necessary materials and services in accordance with College policies. The designated cardholder is fiscally responsible for all transactions made using the purchase card.

Serves as a RIST Cybersecurity Institute Liaison for both internal and external groups, fostering strong relationships with the College community as well as industry partners and professional organizations.

Performs additional responsibilities as assigned to support SoBT faculty, staff, and students, including collaborating on events, projects, and other initiatives.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

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Knowledge, Skills and Abilities

Minimum Qualifications

Associate degree from a regionally accredited institution of higher education.

Three (3) years of full-time related professional work experience.

Experience working with cyber range environments and delivering instruction within those settings.

Experience with coordinating and organizing training sessions, workshops and events.

Experience with cyber competitions and challenges, as well as coaching and mentoring a team.

Advanced computer skills, with a demonstrated ability to rapidly learn new software and technologies.

Excellent organizational, time-management, and scheduling skills.

Excellent communication and interpersonal skills, with the ability to engage and collaborate effectively with individuals from diverse backgrounds.

Valid driver's license and ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.

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- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 11, 2025.